



**National League
for Nursing**

Center of Excellence in Nursing Education

**A Cooperative Nursing Program Conducted Jointly by
Trinitas School of Nursing and Union County College**

**A National League for Nursing
Center of Excellence in Nursing Education
2015 – 2020**



**STUDENT HANDBOOK
2017 – 2018**

COMPLIANCE EXPECTATIONS

All School of Nursing rules, regulations, policies, and procedures are subject to change. Failure to read this or other school of nursing or college publications does not excuse the student from knowing about the rules and regulations in effect at the school or college.

Notice of School of Nursing policy changes are posted on the student bulletin board located on the wall outside the Learning/Simulation Center and on the Community Group section of the Learning Management System. Please refer to the Trinitas School of nursing website for the most up to date information. www.trinitasschoolofnursing.org

ANTI-DISCRIMINATION POLICY

Trinitas School of Nursing does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.

SCHOOL ADDRESS, PHONE NUMBER and FAX
Trinitas School of Nursing
40 West Jersey Street -- Room 324 Elizabeth, NJ
07202
Office----908-659-5200
Fax-----908-659-5201

EMERGENCY NOTIFICATION SYSTEM

Now you can get alerts from Union County College via Text Messages, Email, and voice notification. Go to Owl's Nest for more detailed information and to sign up.

Emergency Weather Closings will be prominently displayed on the Union County College homepage www.ucc.edu.

The School of Nursing follows Union County College's calendar and closings.

SCHOOL OF NURSING STUDENT HANDBOOK

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ACCREDITATION - School Of Nursing

The nursing program is approved and accredited by:

New Jersey State Board of Nursing
PO Box 45010, Newark, New Jersey, 07101
973-504-6430
www.njconsumeraffairs.gov

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

The Trinitas School of Nursing holds pre-accreditation status from:

The National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA)
2600 Virginia Avenue, NW
Washington, DC, 20037
202-909-2526
Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

The School of Nursing is recognized by the National League for Nursing as a Center of Excellence in Nursing Education in the category of *Creating Environments that Enhance Student Learning and Professional Development* from 2008-2020.

Union County College is approved and accredited by:

Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA. 19104
267-284-5000
www.msche.org

PHILOSOPHY, SCHOOL GOALS, PROGRAM STUDENT LEARNING OUTCOMES, AND PROGRAM OUTCOMES

Philosophy of the School of Nursing

The faculty of the Trinitas School of Nursing, in keeping with the mission of Trinitas Health, is committed to providing a high-quality nursing education program to a diverse population representative of the community it serves. The School is a part of this community and the faculty believes that it has a responsibility to be aware of and responsive to the health needs of its members. The Faculty and students interact with members of the community to assist them in meeting identified health needs.

Recognizing the challenges that result from continual changes in the structure and delivery of healthcare; the varying complexities of health conditions; the variety of healthcare settings; and the explosion of health information and technology, the School is fortified by a culture of integrity and excellence in its commitment to educate students who will be prepared to face these challenges with a spirit of fairness, justice, community service, social responsibility for others, and the courage to be innovative.

The Faculty believes that human beings are complex, rational, spiritual beings. Inherent in the human condition is one's right to dignity and value in every stage and condition of life. Human beings have created complex social systems in which they interact with each other to protect, nurture and educate their members. Human beings exist, with varying degrees of independence, in many contexts as members of families, communities and society. Individuals are capable of using their intellects to take deliberate actions directed toward maintaining life, health and wellbeing of self, society and their environment. Human beings are accountable for their actions.

Health is a dynamic state that is influenced by an individual's reciprocal interaction with the environment. Individuals possess their own personal cultural definition of health that may differ from the beliefs of the people with whom they come in contact. Further, it is the Faculty's belief that access to health care is a basic right of all individuals.

Nursing is an art and a science characterized by interpersonal, therapeutic and evaluative processes. It is based on a body of nursing knowledge and research and makes use of the natural and behavioral sciences. An essential element of nursing practice is caring. Nursing's goal is to collaborate with the client and family, assisting them in the acquisition of knowledge and abilities necessary to achieve the highest possible level of health.

Using critical thinking and clinical judgment the nurse assesses, analyzes, diagnoses and treats commonly occurring human responses to actual and potential health problems, providing a holistic response to the complex health needs of human beings. The nurse engages in collaborative relationships with members of the healthcare team in order to provide the range of professional nursing services that the client, family and groups may require. The nurse respects and interacts with a diverse population in a variety of settings within the community.

Teaching/learning is an interactional lifelong process. During the learning process, students integrate new and previously held knowledge and beliefs to form insights and ideas that empower them to think critically and make clinical decisions that are appropriate to the situation. Reflecting the belief that students learn differently, the faculty guides the student to utilize a variety of learning strategies and resources to facilitate the student's learning. Learning is a self-directed activity with faculty members functioning as facilitators joining with the students in the reciprocal learning process.

Students come to the School of Nursing with diverse backgrounds and differing strengths and experiences. The School recognizes this diversity and therefore, provides opportunities to the qualified student to navigate the educational environment in order to maximize their individual potential well beyond their entry-level program. It is the responsibility of the School to provide an environment in which the student may successfully acquire the knowledge, skills and attitudes necessary to practice as a safe and effective entry level registered nurse.

The graduate of the School is prepared to assume the role of a safe, caring, ethical beginning graduate nurse with varying amounts of supervision. The graduate is capable of practicing within a variety of settings. It is the responsibility of the graduate to continue the learning process in order to maintain competency or to advance to another level of practice. Graduates are responsible for being aware of and responsive to population-focused health care as well as making meaningful contributions to the profession of nursing and society.

Trinitas School of Nursing Goals

The School will:

1. Graduate an entry level nurse who can practice in a variety of health care settings.
2. Produce a graduate who is successful in passing the NCLEX-RN examination on the first attempt.
3. Engage in a contractual agreement with Union County College to offer the student a program that leads to a Diploma in Nursing and an Associate in Science degree.
4. Provide opportunities for seamless academic progression.
5. Utilize existing facilities, institutions, and resources while seeking out opportunities for expansion.
6. Provide educational access to a diverse student population that is representative of the community.
7. Collaborate with community agencies to meet identified nursing education and/or health care needs.

End of Program Student Learning Outcomes

The Graduate will:

1. Demonstrate professional nursing behaviors in the provision of patient-centered care.
2. Use clinical reasoning while applying the nursing process to provide safe, competent and contemporary care to individuals, families and groups.
3. Practice within the legal and ethical boundaries of the nursing profession.
4. Identify threats to safety and design strategies to reduce the risk of harm to individuals, families and groups
5. Collaborate with members of the inter-professional team to provide and improve patient care.
6. Engage in the continuous process of life-long learning and professional development within a dynamic society.
7. Use information management (informatics) principles and systems and patient care technology to communicate, promote safe patient care and support clinical decision making.

School of Nursing Program Outcomes

Five (5) quality indicators are trended to demonstrate evidence that graduates are achieving identified competencies consistent with TSON Philosophy, Student Learning and Program Outcomes and professional standards.

1. Trinitas School of Nursing NCLEX-RN licensure examination pass rate will be at least 80% for all first time test takers for the 12 month period January 1 – December 31st.
2. 70% of the students who begin the first clinical nursing course will graduate from the program within 150% of the time frame allotted for the program track (generic or LPN-RN)
3. 80% of Trinitas School of Nursing graduates will report satisfaction with program effectiveness as *agree or strongly agree* as per the Graduate Survey.
4. 80% of Trinitas School of Nursing graduates who are seeking employment will obtain a nursing position within 12 months of graduation as per the Job Placement Survey.
5. 80% of employers of Trinitas School of Nursing graduates will report satisfaction with program effectiveness as *agree or strongly agree* as per the One Year Employer Survey.

SCHOOL OF NURSING POLICY VS UNION COUNTY COLLEGE POLICY

The School of Nursing and Union County College, while jointly conducting the Cooperative Nursing Program, remain autonomous institutions and establish their own policies and procedures. In most instances academic policies are identical. **The major areas of difference in policy, in which the School of Nursing policy does not take precedence include but are not limited to:**

- Transfer in credit for non-nursing courses

- Recording and clearing of incomplete grades in non-nursing courses
- Repeating non-nursing courses
- Challenge examinations in non-nursing courses
- E.O.F. financial aid procedures
- Conduct on the Union County College Campus which is subject to disciplinary action through the Associated Union County Judicial process.

Therefore, all students, being duly enrolled in the two institutions, must be knowledgeable of their rights and responsibilities at the School of Nursing and also at Union County College. Every student is therefore advised to become familiar with the Union County Student Handbook, the Union County College Catalog, other college publications, and the college website in addition to school of nursing publications and website.

STUDENT LIFE

Trinitas Student Nurses Association

The **Student Nurses Association (SNA)** is responsible for a varied program of student activities. The Dean of the School of Nursing and faculty advisors guide and assist the Association to function effectively and efficiently. Consult the SNA bulletin boards located on the 3rd floor for current information. Information about the SNA can also be found in the learning management system CANVAS, under the Trinitas Students, Faculty, & Administration Information. All students enrolled in nursing courses are invited to participate in the association.

Union County College

There are numerous activities and functions in which the School of Nursing's student body may participate at Union County College. The Union County College Student Handbook and website provide a full description of all college programs and activities.

STUDENT SERVICES

Student Accounts

Students are referred to the current Union County College Student Handbook and the website, www.ucc.edu, for current information on tuition, fees, refund policy, and payment information. The School of Nursing website, www.trinitasschoolofnursing.org has current information on nursing tuition, fees, and the refund policy.

Financial Aid and Scholarship Information

Financial Aid

Financial aid is available to eligible students through the Union County College Financial Aid Office. In addition, Nursing Scholarships are available through the School of Nursing. Specific information on how to apply, eligibility, and the types of aid may be found on the Union County College and School of Nursing websites.

Students may call or visit any one of the three campuses to receive additional information on Financial Aid Workshops, the application process, and student aid eligibility.

Cranford Campus

1033 Springfield Ave.

Elizabeth Campus

40 W. Jersey St.

Plainfield Campus 232

East Second St.

Cranford, NJ 07016
1-908 709-7137

Elizabeth, NJ 07202
1-908 965-6062

Plainfield, NJ 07060
1-908 412-3571

Veterans Benefits: Veterans are encouraged to enroll at the School of Nursing under provisions of the federal laws that entitle veterans to educational benefits. Veterans should contact an advisor at any campus of Union County College.

Educational Opportunity Fund: The School's affiliation with Union County College entitles students to apply for the Educational Opportunity Fund (EOF) if they are economically and/or educationally disadvantaged and demonstrate a financial need.

Scholarships

Union County College Scholarships

In addition to federal and state funded aid, scholarships are available to assist qualified students to meet their educational expenses. UCC Scholarships are applied for and administered through Union County College.

School Of Nursing Scholarships

The nursing scholarships listed below are awarded specifically to nursing students who are in good standing and will be entering a clinical nursing course and who demonstrate academic excellence and/or a financial need.

Applications for the School of Nursing scholarships are available at www.trinitasschoolofnursing.org and in the School of Nursing office (RM 324). An application must be completed for all nursing scholarships. Applications must be resubmitted each semester for consideration by the published submission deadline. No late applications will be accepted.

A minimum GPA of 3.0 is required for all nursing scholarship award consideration as well as a minimum of 3.25 GPA for Kellogg scholarship consideration.

A Free Application for Federal Student Aid (FAFSA) and a UCC Financial Aid application must be on file in the Union County College Financial Aid office in order to be eligible for nursing scholarships.

Students who have failed a nursing course are not eligible for nursing scholarships.

Permanent Residents and Eligible Non-Citizens are eligible for select nursing scholarships provided a FAFSA form is on file with Union County College.

JC Kellogg Foundation Scholarship:

Kellogg Scholarships are awarded on a competitive basis each semester to students who have completed NURE 132 or NURE 250 and who have a cumulative GPA of 3.25 or higher. Scholarships will be awarded based on GPA rank order.

The award amount is based on the nursing course being taken as well as the scholarship funds available each semester.

There is a moderate "Give Back" component to earning the Kellogg Scholarship. Details are available in the

School's Main Office.

Denise Manley Farnham Memorial Fund Scholarship:

Awarded each semester to a student with a commitment to nursing and a genuine caring for people. The student will have an interest in public health nursing and demonstrate a financial need.

Switzer Foundation Scholarship(s):

Awarded each semester to female students who are US Citizens, who have legal residency within 50 miles of New York City, and who have a demonstrated financial need.

Trinitas Professional Education Assistance Program Scholarship(s):

Awarded each semester to students entering a clinical nursing course who have demonstrated academic excellence and/or a financial need.

Hetzel Family Scholarship(s):

Awarded each semester to a male and a female student who demonstrate satisfactory academic progress with a cumulative GPA of 3.0 or above. Financial need may be considered. Eligible students will have completed NURE 131 or NURE 250.

Summit Area Public Foundation – Cole-Matreyek Memorial Fund Scholarship(s):

Awarded each semester to students entering a clinical nursing course. This scholarship award is based on academic performance. A cumulative GPA of 3.0 is required. Financial need may be considered.

Christopher & Susan Phillips Foundation Scholarship

Awarded annually to a male second year student with proven kindness and compassion in the field of nursing. Student must be a U.S. citizen and demonstrate a financial need.

Advising

Academic advising

Academic advising is available to all students through the School of Nursing and Union County College. Nursing course changes are to be made through the School of Nursing. Students may register and make adjustments for non-nursing college courses with the academic advisors at Union County College.

Student Support Program

The **Student Support Program** is provided free of charge for all students and their dependents for the purpose of helping to resolve various personal problems. The program provides confidential consultation regarding personal or family problems, e.g., family crisis, drug or alcohol abuse, marital difficulties, and legal or financial problems. In addition, the sessions can focus on relaxation techniques, building effective study skills and test taking strategies. The program schedules follow-up sessions, and if needed, makes referrals for outside assistance. The Student Support Counselor also makes suggestions for immediate action and follow-up in the event of an emergency situation.

A phone service is available 24 hours a day, 7 days a week.

To make an appointment or to have any questions answered, please call:

**The Trinitas School of Nursing Student Support Program (Dr. Kathy Forlenza)
1-908 276-2244**

For immediate assistance in an **emergency** situation, please call:
The 24-hour Crisis Hot Line
1-908 351-6684; 1-888-841-5564

The location of the support services office is:
Family Resource Center
300 North Avenue East
Cranford, New Jersey 07016

LEARNING RESOURCES

Various learning resources are available to assist students to develop nursing knowledge and patient care skills in an environment other than the classroom or clinical setting. Through the use of computer-assisted instruction, educational media, skills practice simulations and tutorial services; the student has the opportunity to enhance his/her academic performance and personal growth.

Students are strongly encouraged to utilize all available resources at the School of Nursing and Union County College. These services are generally available during the day, evening and weekend, with hours announced and/or posted at the beginning of each semester.

1. Academic Learning Centers

The Academic Learning Centers (ALC), located on the Cranford, Plainfield and Elizabeth Campuses provide one-to-one supplemental instruction for students. Instructors, professional tutors, and peer tutors are available to help students with biology, chemistry, English, reading, writing, languages, mathematics, psychology and other subjects. Tutors are available for a wide range of subject areas. Students may also have their learning style assessed by Learning Center instructors.

2. Computer Learning Centers

The School of Nursing computer laboratory has 29 desk top stations and printing facilities which are available to students during school normal operating hours. The lab is designed as a quiet area for students to utilize available educational resources, and/ or to study. The lab has Windows environment computers. Windows-based software provides some of the latest spreadsheet, database and presentation software. Students are also able to access the Learning Management System, the Internet, and their UCC e-mail accounts. The Lab is open 7 days a week when school is in session. Students must supply their own paper for printing.

3. Learning/Simulation Center (LSC)

The Learning/Simulation Center, also on the 3rd floor of the Kellogg building, offers an opportunity for students to practice and perfect clinical patient situations and nursing skills and/or review course materials with available lab instructors. The Center houses 16 mid and high fidelity patient simulators and current

equipment for effective simulation of patient care and practice of skills. Lab instructors are available 7 days a week for assistance with practice and testing. Students are to check the posted LSC scheduled times. The **Student Users' Guide** to effective and appropriate use of the Center is posted on Canvas, the Learning Management System.

LEARNING CENTER HOURS ARE POSTED ONLINE AND ON THE BULLETIN BOARD AT THE BEGINNING OF EVERY SEMESTER. SIGNING UP FOR APPOINTMENTS WILL ENSURE THAT YOU GET THE ASSISTANCE THAT YOU NEED.

The Learning/Simulation Center is now open on Sunday when School is in session.

4. Libraries

Libraries-Union County College

Libraries are located on all three campuses. The Kellogg library located on the Elizabeth campus houses the main collection of nursing books. Check the college website for library hours.

The college libraries have remote database access. Students have access from their home computers or from any other computer outside the campus network.

For access follow these directions:

- Go to <https://www.ucc.edu/library/>
- When prompted for a username and password, enter your UCC student ID and password.
- Click on "Databases: Articles."
- Click on the database you wish to search.

STUDENT REGULATIONS

Student ID and EMAIL Addresses

Students are required to have a student ID number and a Union County College email address. These are necessary in order to communicate with faculty and to register for exams.

Change in Name/Address/Telephone Number/Social Security Number

Students who make a change in name, telephone, address and/or social security number must complete a change form in the School of Nursing office and the Registrar's Office at Union County College.

Students who have a post office box must also provide the Admissions Office with proof of residency in order to determine county residency charges. Students will be asked to show appropriate proof of residency, name and social security number changes.

The School is not responsible for any information that the student does not receive due to an incorrect name or address. Mail that is not returned will be considered delivered according to U.S. Postal Services.

MANDATORY CLINICAL COURSE REQUIREMENTS

In order to participate in clinical experiences, all students are required to complete the following mandatory requirements **before registering for the first clinical course** of their respective curriculum track (Generic track- NURE 131; LPN-RN track NURE 211/212). **Documentation of meeting these requirements is to be submitted at the time of course registration.**

1. Cardio-Pulmonary Resuscitation (CPR Certification)

Students are required to obtain and maintain current **American Heart Association (AHA) CPR Certification for the Basic Life Support (BLS) for Health Care Professionals**. This is the only type of CPR course accepted by the School of Nursing. The certification needs to be remain current throughout the entire semester that the student is enrolled in.

2. Criminal Background Check/Urine Drug Screening

All students enrolled in Trinitas School of Nursing are required to have a negative or clear criminal background check and a negative urine drug screen in order to register for a NURE clinical nursing course, starting with NURE 131, 211/212. The background check must be completed through TABB. The urine drug screen is done through the Trinitas occupational health office.

In addition, the New Jersey State Board of Nursing requires a criminal background check prior to licensure as a Registered Nurse.

Both the criminal background check and the urine drug screen are to be done according to Trinitas School of Nursing policy. The appropriate forms for both the criminal background check and the urine drug screen are available from the following links off the Trinitas School of Nursing website

www.trinitasschoolofnursing.org under Program Information

http://www.trinitasschoolofnursing.org/misc/TSON_Drug_Screen_Consent_Form.pdf

[http://www.trinitasschoolofnursing.org/misc/TSON_Criminal_Background_Check_\(TABB_Form\).pdf](http://www.trinitasschoolofnursing.org/misc/TSON_Criminal_Background_Check_(TABB_Form).pdf)

- The Criminal Background Check must be renewed every 3 years.
- A new Criminal Background Check and urine drug screen is also required for any student re-entering a clinical course after a course withdrawal or unsuccessful attempt.
- Random drug testing may be required of any student by the school administration as needed and/or indicated.

3. Malpractice/Liability Insurance

All students who are enrolled in a clinical nursing course are required to purchase individual liability insurance for a **Registered Nurse student**. Insurance is purchased on an annual basis and must remain current throughout the academic year. Insurance coverage needs to be renewed each year. Students must have the following coverage listed on the policy:

- \$2 million for each occurrence
- \$4 million aggregate.

The insurance policy must provide coverage for the entire semester in which the student is enrolled.

4. Student Health Requirements

Students enrolling for the first clinical course or who are resuming nursing studies after an absence of two consecutive semesters are to complete and satisfy the following health requirements:

- Physical exam through a licensed health care provider (link to form)
http://www.trinitasschoolofnursing.org/misc/TSON_Health_Record_Clearance_Form.pdf
- Blood titers demonstrating immunity to Rubella, Rubeola, Mumps, Varicella, Hepatitis B, and Hepatitis C (If you are not immune, additional vaccines are necessary followed by repeat titers)
- If you are not immune to Hepatitis B, you may sign the Hepatitis B waiver form (located in the

- online health packet) to decline the vaccination.
- Positive Hepatitis C titers will require further medical clearance.

Student health requirement forms and information can be obtained the school website
www.trinitasschoolofnursing.org **under the Registration Information tab**
http://www.trinitasschoolofnursing.org/misc/TSON_Health_Record_Clearance_Form_Instructions.pdf

Student health packets are to be submitted to:

Mrs. Patricia Stansfield

Director of Student Health

40 West Jersey Street Room 337

Elizabeth, NJ 07202

Completed health packets can also be submitted Mrs. Claudia Bobbitt, Office Manager, School of Nursing
Office Room 324.

Please direct all questions concerning health requirements to Mrs. Stansfield (908-659-5148 or
stansfield@ucc.edu)

Students should make copies of **ALL** health records submitted for their personal files.

5. Tuberculosis (TB) Screening

All students are required to provide proof of negative results from tuberculosis testing annually. Testing may be accomplished via the traditional Mantoux/PPD skin testing or QuantiFERON-TB blood test. If Mantoux testing is performed, the initial test is a two-step test. Annual testing thereafter is a one-step test. If a student has a positive Mantoux test, a copy of a clear chest x-ray report or negative QuantiFERON test is required. In addition, any student with a positive Mantoux must submit a TB questionnaire completed by the student.

http://www.trinitasschoolofnursing.org/misc/TSON_TB_Questionnaire.pdf

All TB testing needs to be current for the academic semester in which student is enrolled.

Submit TB testing results to Mrs. Stansfield as indicated above.

6. Seasonal Flu Vaccination

All students are required to provide proof of influenza vaccination on an annual basis. Students must receive the current year's influenza vaccine by December 1st. The school of nursing provides the vaccination free of charge to NURE course enrolled during the Fall semester of each academic year. Students enrolling for the Spring semester must provide proof of influenza vaccine documentation at the time of Spring semester course registration.

7. Trinitas Mandatory Education Module

All students need to complete this online mandatory education module prior to registration for NURE 131 or NURE 211/212. The module then needs to be completed on an annual basis each January. Instructions for accessing the module can be found at:

http://www.trinitasschoolofnursing.org/misc/TRMC_Mandatory_Education_Instructions.pdf

TSON Attendance Policy

Attendance is required for all theory/lecture classes, clinical experiences, as well as all Learning/Simulation Center (LSC) appointments. An attendance record will be maintained for all classes/clinical experiences/LSC appointments. Students should refer to course syllabi for specific policies on course attendance.

If for any reason a class, clinical experience or Learning/Simulation Center appointment is missed, it is the student's responsibility to obtain the material covered.

Theory: Students are required to notify the theory instructor in the event of an unforeseen absence. Full-time faculty will then assist the student in determining whether there is availability for the student to attend another lecture session.

Clinical: Students are required to inform the clinical instructor if they will be absent from clinical. Instructors will communicate to students at the beginning of the semester how to initiate this contact. A clinical absence requires a clinical make-up. The number of hours missing in clinical will be the number of hours to be made up. The scheduling of make-up hours is the prerogative of full-time faculty. In an emergency, cases will be handled on an individual basis by the full-time course faculty. A student who fails to call or show at clinical will be subject to a clinical warning. A second breach within the same course may result in further disciplinary action up to and including clinical failure. A 12-hour clinical day is considered two (2) clinical sessions.

Clinical Requirement Policy

The respective course clinical syllabus contains information necessary to complete clinical requirements for each nursing course. The student must pass all segments of the clinical experience in order to pass the course. Clinical objectives will be met in the Learning/Simulation Center and/or in a clinical/community setting. The student is expected to demonstrate consistent safe performance for achievement of a clinical objective.

Evaluation conferences are held to apprise the student of his/her performance each semester. A student may, at any time during the semester, be placed on clinical warning or be issued a clinical failure for inconsistent or unsafe performance. Failure to achieve clinical objectives during any segment of the course will result in a Clinical Failure and a failure in the course.

A student who has received a Clinical Failure may not withdraw.

Zero Tolerance Policy

All students enrolled in a Trinitas School of Nursing NURE course will be required to read, sign, and uphold the Zero Tolerance Policy. The School adheres to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work. The full Zero Tolerance policy is posted on the school bulletin boards on the Kellogg building 3rd floor and on CANVAS Learning Management System community shell.

Student Conduct

Students are accountable for their actions in the School of Nursing, College, Medical Center, and all outside clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for the academic and professional environment.

Student Code of Conduct

Trinitas School of Nursing, a private Catholic nursing education program, is committed to providing each student with the best possible environment for learning and acquiring the knowledge and skills necessary to function as a Registered Professional Nurse.

To ensure such an environment, Trinitas School of Nursing has adopted administrative regulations in accordance with Federal and State law, and professional nursing and academic parameters that include:

- New Jersey State Board of Nursing Regulations
- American Nurses' Association *Code for Ethics*

- American Nurses' Association *Nursing: Scope and Standards of Practice*
- Trinitas School of Nursing Course Requirements and Clinical Guidelines
- Trinitas Regional Medical Center Customer Service Excellence Standards
- Information published in the Trinitas School of Nursing and Union County College Student Handbooks
- The Family Educational Rights and Privacy Act of 1974 (**Appendix A**).

Students sign a “Student Code of Conduct” agreement each semester.

It is expected that each student in addition to adherence to the above standards is to maintain professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

- Maintaining confidentiality by not discussing patient information or discussing exam questions outside of the appropriate area.
- Demonstrating integrity by not fraudulently obtaining and/or disseminating information without faculty permission by use of any type of recording devices; cheating on exams or quizzes; by plagiarism and/or theft.
- Not using cell phones or other electronic devices at any time during class or clinical, unless instructed otherwise by instructor
- Promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators. Failure to do so constitutes being an accessory to the offense.

Any student misconduct is subject to dismissal, and may be reportable to the New Jersey State Board of Nursing. Violation of Federal, State and local laws are applicable.

Behavior in Clinical Areas

Patients, their friends and relatives, and clinical agency personnel are to be accorded respect and courtesy at all times. Matters pertaining to patients and the clinical agencies in general must not be discussed at any time. What is seen, heard, or known concerning patients and the agency must always be considered confidential.

Students may not write or sign any document other than the usual patient charts and records. If requested to do so by patients, physicians, or friends of the patients, the matter should be referred to the nurse in charge or to the faculty. Money or other gratuities are not to be accepted from patients, their relatives, or friends. The use of cell phone is not allowed in patient care areas.

Disciplinary Process

In addition to non-compliance with the Student Code of Conduct, conduct for which students will be subject to disciplinary action includes, but is not limited to the following:

- Dishonesty, such as cheating or plagiarism, or knowingly giving false information to the school, an agency, or a website.
- Disseminating information that was fraudulently obtained from the School or from a course.
- Discussing test questions or patient information outside of the appropriate context.
- Interfering with teaching, administration, or any activity of the school.
- Not promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators.
- Unauthorized entry into or use of the School, College, or Medical Center facilities/resources.
- Theft of or damage to School, College, and/or Medical Center property, or any other clinical site.
- Unprofessional conduct in relationship to communication about Medical Center business or patient information.
- Use, possession of, or distribution of narcotics, alcohol, other dangerous substances, or

- weapons on School, College, or Medical Center grounds.
- Harassment and/or intimidation of employees or students, including actions that constitute a threat of or actual bodily harm or property damage.
- Assault and/or battery, including rape, acquaintance rape or other sexual offenses.
- Violation of any school policies and procedures; or federal, state or local laws.

Disciplinary action may result in a warning (oral or written), probation, suspension or dismissal. If a student is placed on disciplinary probation, he/she may not participate in student association activities or hold a school/class office for the duration of the probationary period.

Any individual in the School of Nursing, including students, faculty, administration and staff, may begin disciplinary procedures by following the school's grievance policy.

Nursing Exam Policy

Any student who is unable to take a unit exam as scheduled will not be given a make-up exam. The percentage for the missed exam will be added to the course final exam.

Procedure

- Faculty will identify in the Course Syllabus that there will not be any make-up of missed unit exams.
- Students unable to take a scheduled exam will inform course faculty.
- The percentage of the missed unit exam will be added to the final exam.

For example: if the missed exam is 20% of the course grade and the final exam is 35% of the course grade, the final exam for the student is 55% of the course grade.

Exam Administration Policy

The following are the guidelines for exam administration:

- Student ID's are required for admission to exam.
- For every twenty-five students there will be one proctor.
- No books or papers will be allowed on the student's desk.
- No talking between/among students will be allowed.
- There will be space left near the door for late arrivals to prevent disturbances to the class.
- There should be adequate distance between each student.
- If an instructor observes a student to be cheating, the student will be asked to leave the examination room at that point. A grade of zero will be given for the examination.
- All exams are timed.

All written requirements must be completed and submitted by the last day of class in order to be eligible to sit for the course final exam.

Calculator Use During Exams

Faculty will distribute School approved calculators to all students prior to taking an exam for use with math calculation questions. Faculty will collect calculators after exam is completed.

Procedure

1. Prior to start of a course exam faculty will distribute School approved calculators to each student. Students are permitted to use calculators for math calculation questions.
2. No substitute calculators will be permitted.
3. At the completion of the student's exam faculty will collect the calculator, exam and any other material used for the exam.

Student Access to Exam Review and Grades Policy

All students enrolled in Trinitas School of Nursing NURE courses will be required to adhere to the following guidelines for access to exam reviews and grades:

- There will no oral class review of exam questions.
- A review (see procedure below) will be scheduled by course faculty.
- Students may request the course faculty to discuss concepts related to the exam questions.
- Grades will be provided to the students individually via the existing Learning Management System.

Procedure

- Course faculty will schedule a review of the exam.
- Students must wear ID badges.
- Students will be given their individual exam reports before the review.
- Faculty will post the exam questions (in plastic sleeves) with the correct answers highlighted in a controlled environment proctored appropriately.
- A group of students (10) will be allowed to view the exam questions and the correct answers at a time.
- There will be no talking in the room while this review is going on.
- Note-taking, visual or audio recording of any kind is not allowed.
- Students should make an appointment with course faculty if they have any further questions.
- The faculty has the right to stop the review if any student displays inappropriate behavior that may result in a critical event warning.

Incomplete Grades

The instructor, in cases of illness or extenuating circumstances, may give an "incomplete" grade if the student has informed the instructor of the circumstances. A grade reported as "incomplete" at the end of a semester will be permanently recorded as an "F" if the incomplete is not removed within the first six weeks of the next regular semester. It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period.

If a student receives an incomplete grade in a nursing course, then the student must complete that course successfully before enrolling in the subsequent nursing course.

Refer to the current Union County College Student Handbook for information on the college's incomplete policy for college courses.

School Closing/Delayed Opening Policy

The School of Nursing and Union County College will be open for classes according to the academic school calendar unless inclement weather conditions or other emergency situations compel the administration of either institution to close school or postpone the start of the regular school day. If Union County College is closed, the School of Nursing will also cancel class sessions (theory or clinical) for that day. The decision to close the Day Track of the School of Nursing will normally be made by 6:30 a.m., and the Evening Track by 1:00 p.m. Delayed openings are announced on the college website.

Check www.ucc.edu for school closing/delayed opening information.

Student Financial Obligations

Students are expected to be aware of financial obligations at Union County College. Students with

outstanding obligations will be withdrawn from nursing/college courses, will not receive grades or transcripts, and may not be able to graduate or register for upcoming semesters.

Student Identification Badge

The School will issue students a Trinitas photo ID badge. This badge is to be worn at all times while at Trinitas Regional Medical Center and at any other clinical site. A fee will be charged to replace a lost name badge. The ID badge must be returned to faculty upon course withdrawal or at the end of the course.

Student Injuries

All incidents/accidents that occur in the Medical Center or in an affiliating agency are to be reported immediately to the faculty. A Trinitas Regional Medical Center Incident Report and/or an agency report are to be completed by the faculty to whom the incident/accident was reported. The individual involved will be referred to the Emergency Department if necessary. Faculty members will report all incidents/accidents to the School, and the report will be forwarded to the appropriate agency personnel according to individual agency policy. Students are responsible for any emergency room visit expenses.

Uniforms

The school uniform dress code consists of the navy blue shirt and white pants or skirt for female students and a navy blue shirt and white pants for male students. Information on where the uniform may be obtained is available at time of registration and on the Trinitas School of Nursing website (www.trinitasschoolofnursing.org) under the *Uniforms* tab.

All students are to wear Trinitas ID badges while in a laboratory coat or uniform. Lost or broken badges may be replaced by contacting course faculty. Please refer to the specific course guidelines and/or faculty directions for expected attire in the clinical area. **A link to the uniform store may be found on the home page of www.trinitasschoolofnursing.org**

Shoes	Clean, low-heeled white rubber-soled shoes are to be worn, no open back clog type shoes
Hose/Socks	White
Hair	Hair should be securely fixed, close to the head, and off the back of the neck
Beards	Neatly trimmed
Tattoos	No visible tattoos are permitted.
Nails	Short and neatly trimmed with no nail polish. Fake nails are prohibited due to infection control issues.
Jewelry	Only flat wedding bands may be worn. Small, modest post earrings are permitted (2 maximum/ear). No body piercing jewelry is permitted.
Equipment	All students are required to have a watch with a second hand; bandage scissors; a stethoscope; and a pen light for clinical.
Lab Coat	A lab coat with school insignia.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights

Students have the following rights while participating in the academic environment at the School of Nursing:

1. Right to Freedom of Expression
 - a. Freedom to take reasoned and reasonable exception to data and views presented in any course without fear of arbitrary dismissal from that course.
 - b. Freedom to express scholarly opinions within orderly procedures.

2. Right to Experience Academic Opportunities
 - a. Encouragement to develop to their fullest potential.
 - b. Appraisal of theoretical and clinical status.
 - c. Experiences that facilitate the acquisition of knowledge.
 - d. Evaluation based on actual performance.
 - e. Participation in the evaluation of self and academic experiences.
 - f. Utilization of available resources within the School.
3. Right to Appeal Due Process Issues.
4. Right to Review of Student Concerns.
5. Right to express Grievances regarding academic and non-academic issues.

Responsibilities

1. Curriculum

Students are responsible for:

- a. Participating in curriculum development by:
 - 1) Attending all scheduled meetings on which they have representation.
 - 2) Preparing to make contributions to the meetings.
 - 3) Polling the student body for views, comments, reactions and suggestions.
 - 4) Sharing in deliberations and decision making through the Student Nurses Association.
 - 5) Following through on assignments regarding curriculum activities.
- b. Participating in curriculum implementation by:
 - 1) Attending classes and clinical experiences.
 - 2) Accomplishing class and clinical assignments on time.
 - 3) Maximizing all learning opportunities.
 - 4) Sharing learning experiences with peers.
 - 5) Seeking out new learning experiences with varying degrees of independence.
 - 6) Transferring previous learning.
 - 7) Fostering effective relationships with members of the health team.
 - 8) Abiding by established policies and procedures.
 - 9) Assuming responsibility for self-learning and self-development.
 - 10) Finding appropriate opportunities for decision-making, independent judgment, and self-direction.
 - 11) Operationalizing the philosophy and curriculum framework of the School of Nursing.
 - 12) Independently preparing projects, papers, reports and other assignments.
 - 13) Maximizing learning through independent study.
 - 14) Maintaining a working knowledge of course requirements and expectations.
- c. Participating in the evaluation of the curriculum by:
 - 1) Appraising self in relation to stated course and curriculum and school objectives.
 - 2) Appraising faculty objectively in relation to their facilitation of the meeting of course and program goals.
 - 3) Appraising the environment for learning.
 - 4) Appraising the learning resources, services, and facilities in relation to quality, suitability, and availability.
 - 5) Completing follow-up studies.

2. Governance

Students are responsible for:

- a. Knowing and using correct lines of authority and communication. Students are urged to confer with the Dean should they have any questions regarding the correct lines of authority or appeal procedure.
- b. Participating on committees of the Student Nurses Association and the School of Nursing by:
 - 1) Attendance at meetings.
 - 2) Sharing information.
 - 3) Reporting back to appropriate groups.
 - 4) Serving as a spokesperson for all those represented by the student.
 - 5) Actively participating in projects.
- c. Careful expression of thoughts and ideas in both verbal and non-verbal communications.

3. Services

Students are responsible for:

- a. Knowing the range of students' professional, cultural, social and religious activities.
- b. Participating in student, professional, cultural, social, and religious activities of choice.
- c. Determining the need to seek out appropriate assistance for academic and personal concerns.
- d. Utilizing appropriate advisement, counseling, and health services.
- e. Following through with payback commitments for financial aid.
- f. Participating in the development, reading, and circulation of School of Nursing and Student Nurses Association notices and publications.
- g. Maintaining complete and accurate School of Nursing records.
- h. Following procedures for the release, and sharing of an individual's School of Nursing records.
- i. Protection of institutional property by:
 1. Assuring privacy.
 2. Controlling noise.
 3. Minimizing waste.
 4. Disposing of water and refuse properly.
 5. Preventing damage and destruction.
- j. Enhancing health and security measures.
- k. Assisting in determining the need for addition, modification, or elimination of School of Nursing services.

Student Responsibilities

Students are responsible for their own curriculum plan. This means that each student has a working knowledge of all course requirements and deadlines for their completion. The student is expected to maintain his/her own personal record of courses completed, course grades; and is expected to insure the accuracy of these records. The student with advanced standing is responsible for obtaining a copy of his/her unofficial transcript.

Student Grievance Policy

The student has the right to express a grievance regarding academic and non-academic issues. A grievance is a formal action taken by student asking for some type of remediation. The student has the right to seek a faculty member as advisor to assist in the process of the grievance.

Procedure

1. The student must utilize the following chain of command:
 - a. The student will approach the involved person within a reasonable time period

to try to resolve the matter.

- b. If remediation is not reached, the student may then contact the Assistant Dean within 5 business days with a written, signed, dated statement. No electronic communication is accepted.
2. The Assistant Dean will respond in writing to the student within 15 business days.
 3. If the student does not perceive resolution of the issue, the student may contact the Associate Dean of the School of Nursing in writing within 5 business days of the Assistant Dean's response.
4. The Associate Dean will respond in writing to the student within 15 business days.
5. All written, signed correspondence is kept on file in the administrative office.
6. If at the end of the grievance process, a student perceives an unsatisfactory outcome, he/she is entitled to initiate the Appeal process.
7. Depending on the nature of the occurrence and at the discretion of the course faculty, the student may participate in course activities during this process.

Student Appeals Policy

At the end of the grievance process, if a student perceives an unsatisfactory outcome he/she is entitled to initiate the appeals process.

Procedure

1. The student may initiate the appeal process by submitting a written signed and dated letter to the Chairperson of the Promotion and Evaluation Committee within five (5) business days of receipt of written correspondence of the grievance decision. No electronic communication will be accepted.
2. The student may seek a faculty member as an advisor to assist him/her throughout the process.
3. An Ad Hoc Appeals Committee appointed by the Promotion and Evaluation Committee will consist of two full-time faculty members, two representatives from the Student Nurses Association of the School of Nursing and one representative from Union County College Student Services staff. The Appeals Committee will honor the standards of confidentiality as per the Buckley Amendment.
4. The Chairperson of the Appeals Committee will notify the involved parties within 10 business days with the date, time and place of the Appeals Committee meeting.
5. All written documents from the involved parties must be available no later than one hour prior to the scheduled meeting time for review by both parties and the members of the Appeals Committee. The involved parties have no more than 15 minutes to present their information to the Committee.
6. The student has the option to be present at the meeting and to bring a support person. The support person is a non-verbal participant.
7. No legal counsel will be permitted at the meeting.
8. The Committee will make a recommendation to the Dean.
9. The Dean will respond in writing to the student within 15 business days upon receipt of the Appeals Committee decision.
10. Minutes of the meeting, recommendations and related documents will be filed in the School's administrative office.

ACADEMIC REGULATIONS AND REQUIREMENTS

Placement Testing

Part-time and full-time students who are seeking a degree are required to take a College Placement Test at Union County College prior to initial registration. Students whose test results indicate a need for developmental course work in reading, writing, and mathematics will need to enroll in those courses.

Additional information is available in the current Union County College Student Handbook or by calling the Placement Testing Office at 1-908 709-7538.

Advanced Standing

1. College Course Credits:

Applicants who have completed college level courses in an accredited college and/or university will be evaluated for advanced standing for up to 36 credits. A minimum grade of "C" is required to receive transfer credit for all courses.

See a College Academic Counselor for information in relation to CLEP or department challenge exam opportunities for college courses.

2. Policy on Advanced Standing For Licensed Practical Nurses (LPN):

Applicants who are LPN's will receive credit for their LPN education and shall be considered if they meet the following criteria:

- a. Graduation from a state-approved LPN program.
- b. Current LPN License.
- c. Satisfactory completion of the College Placement Test/Courses or waiver requirement.
- d. Course pre-requisites completed at Union County College or advanced standing given for equivalent course work (up to 36 credits).
- e. Students are to complete all of the designated prerequisite courses prior to enrollment in NURE 211/212.

REGISTRATION

Registration Procedure:

Students are expected to register for Fall, Spring, and Summer nursing classes during the designated times established by the School of Nursing and Union County College. Students will be informed in advance of registration dates. Payment deadlines need to be met to avoid cancellation of registration.

Students who wish to register for college courses may do so directly at Union County College or online. **Students register for nursing courses at the School of Nursing.** Students who have questions regarding their course selections are advised to discuss their concerns with a Union County College Academic Counselor, or a member of the nursing faculty prior to registration.

ADMISSION TO NURE 130 - GENERIC TRACK

Application for enrollment consideration for the first nursing course, NURE 130, requires the following:

- Declared as a Trinitas School of Nursing Cooperative Program (EGHN) major through Union County College.
- CHE 114, BIO 105, and ENG 101 or ENG 112 are co-requisite courses with NURE 130. Successful completion of these courses is required before progressing to NURE 131. A minimum grade of C is required for all general education and science curriculum courses. Students seeking NURE 130 enrollment should have successfully completed or be currently enrolled in these courses at the time

- of application submission.
- Union County College GPA of 2.5 or higher.
- Attendance at a Trinitas School of Nursing Information Session prior to submitting NURE 130 enrollment consideration form.

NURE 130 Enrollment Consideration applications are accepted twice a year (May and November) during a pre-determined time frame. Enrollment consideration applications are available at the School of Nursing office (Third floor, Room 324) or online at <http://www.trinitasschoolofnursing.org/TSON-NURE130-application-information.htm>

Enrollment into NURE 130 is by invitation only and is based on the following:

- The number of available NURE 130 seats per semester
- The status of co-requisite courses
- A ranking score calculation based on Union County College GPA and quality (grade) points (see page 12)
- A minimum Union County College GPA of 2.5

Note: Nursing courses are highly challenging and may require many hours of study time for successful completion. It is highly recommended that students complete all science and general education courses prior to seeking enrollment in NURE 130, especially if the student continues to work while attending nursing school.

Note: The Trinitas School of Nursing will be adding the Test of Essential Academic Skills (TEAS) to the NURE 130 admission requirements starting with the Fall 2018 class. Please refer to the Trinitas School of Nursing website www.trinitasschoolofnursing.org for the most up to date information on TEAS testing and for TEAS test registration information.

ADMISSION TO NURE 211/212 – LPN-RN Track

- Application for enrollment consideration for the LPN-RN track requires the following:
- Declared as a Trinitas School of Nursing Cooperative Program (EGHN) major through Union County College.
- Successful completion of **all** pre-requisite general education and science curriculum course work. A minimum grade of C is required for all general education and science curriculum courses.
- Union County College GPA of 2.5 or higher.
- Attendance at a Trinitas School of Nursing Information Session prior to submitting LPN-RN track enrollment application.

LPN-RN track enrollment applications are accepted starting in January of each year for Fall class enrollment. LPN-RN track applications are available at the School of Nursing office (Third floor, Room 324) or online at http://www.trinitasschoolofnursing.org/TSON-LPN-To-RN_application-information.htm

Withdrawing from a Nursing Course

Students may withdraw from a nursing course up until the published Union County College withdrawal deadline for the semester. Students should notify the course instructor of the intent to withdraw. If the student is withdrawing due to an extenuating circumstance or medical reason, documentation of the reason should be given to the nursing office.

Student clinical ID badges must be returned to the course faculty at the time of course withdrawal.

Any student withdrawing from a nursing course is now considered out of sequence and will be required to

apply for re-entry to be considered for future enrollment. (Refer to Re-entry Policy for more details)

Withdrawal from college and nursing courses should be completed in accordance with the official dates published on the Union County College and School Calendar.

Refer to the current Union County College Student Handbook for more detailed information.

If the student has received a clinical failure prior to the withdrawal date, a grade of "F" will be issued.

A student with two (2) withdrawals from the same nursing course is not eligible for re-entry.

Re-Entry into a Nursing Course

Re-entry into a nursing (NURE) course refers to those students who have not maintained the normal sequence of courses in their curriculum track due to course withdrawal, unsuccessful attempt, or failure to enroll in the next course after successfully passing the previous course. Students wishing to be considered for re-entry into a nursing course must submit a Trinitas School of Nursing Re-Entry application by June 1st for Fall semester re-entry consideration or by December 21st for Spring semester re-entry consideration. Re-entry decisions are based on Union County College GPA, the number of seats available, and the student's history of critical incidents and/or clinical warnings.

A minimum Union County College GPA of 2.75 is required to apply for re-entry

A student with two withdrawals from the same NURE course is not eligible for re-entry.

There is no guarantee of re-entry into a nursing course

Re-Entry applications and dates due are posted on www.trinitasschoolofnursing.org under the Program Info tab and are also available in the Nursing office (Room 324). An updated transcript is to be submitted with an application for reentry.

<http://www.trinitasschoolofnursing.org/TSON-Re-Entry-application-information.htm>

Re-Entry into NURE 130

Students seeking re-entry into NURE 130 after course withdrawal or unsuccessful attempt must submit a NURE 130 Consideration for Enrollment form. Students seeking NURE 130 re-entry must follow the instructions and submission dates outlines on the NURE 130 Consideration for Enrollment form.

<http://www.trinitasschoolofnursing.org/TSON-NURE130-application-information.htm>

Readmission into the Nursing Program

Students who have two nursing course failures will not be considered for readmission unless they are re-entering the last course of their specified curriculum (i.e.:NURE232/280/290). If a student should fail the final course for a second time, he or she is not eligible for readmission.

Readmission into the nursing sequence requires the following:

1. Minimum GPA of 2.75
2. Evidence of required pre and co-requisites completed.
3. Time out of nursing sequence will be considered.

Readmission Procedure

1. The student will submit a letter to the chairperson of the School of Nursing Promotion & Evaluation Committee (contact Nursing office for chairperson's name) outlining a plan for future success in the nursing program. The letter should include student's contact information (full name, UCC student ID number, address, phone number and UCC email address). A copy of the student's current UCC transcript should also be attached.
2. The School of Nursing faculty will review the application.
3. The Promotion and Evaluation Committee will notify the student of any decision by mail/UCC email.

CURRICULUM DESIGNS

Generic Track

(Suggested for full-time student enrollment)

SEMESTER I **CREDITS**

BIO 105 Anatomy and Physiology I	4
CHE 114 Chemistry	4
ENG 101 English Composition I	3
NURE 130 Nursing Trends and Concepts	4
TOTAL	15

SEMESTER II **CREDITS**

BIO 106 Anatomy and Physiology II	4
PSY 101 General Psychology	3
NURE 131	8
TOTAL	15

SEMESTER III **CREDITS**

BIO 108 Microbiology.....	4
PSY 204 Life Span	3
NURE 132	8
TOTAL	15

SEMESTER IV **CREDITS**

ENG 102 English Composition II	3
SOC 101 Principles of Sociology	3
NURE 231	8
TOTAL	14

SEMESTER V **CREDITS**

NURE 232	10
Humanities	3
Humanities – General Education	3
TOTAL	16

LPN to RN Track - Evening Classes

Pre-requisites **CREDITS**

BIO 105 Anatomy & Physiology I	4
BIO 106 Anatomy & Physiology II	4
BIO 108 Microbiology.....	4
CHE 114 Chemistry.....	4
ENG 101 English Composition I	3
ENG 102 English Composition II	3
PSY 101 General Psychology	3
PSY 204 Life Span	3
SOC 101 Principles of Sociology	3
Humanities – General Education.....	3
Humanities	3
Licensed Practical Nurse Curriculum	12

LPN to RN Track - Evening Classes and Clinical

SEMESTER I **CREDITS**

NURE 211	3
NURE 212	4
TOTAL	7

SEMESTER II **CREDITS**

NURE 250	6
TOTAL	6

SEMESTER III **CREDITS**

NURE 260/270	6
TOTAL	6

SEMESTER IV **CREDITS**

NURE 280/290	6
NURE 291	1
TOTAL	7

CREDIT ALLOCATION

Nursing.....	38
General Education.....	37
**TOTAL	75

A minimum enrollment of 6 is required to offer a clinical section of a nursing course. Exceptions may be made for NURE 232 and NURE 290.

*ENG 112 is an acceptable substitute for ENG 101 for non-native speakers of English

**Generic Track students: Due to the rigorous nature of nursing curriculum courses, it is recommended that if the full time sequence of courses is chosen, students limit outside work obligations to support student success in the program.

TRINITAS SCHOOL OF NURSING GRADING SYSTEM

The following system of grading is used to indicate the quality of a student’s work at Trinitas School of Nursing :

Letter Grade	Description/Quality of Work	Numerical Grade	Additional Information
A	Excellent	90 – 100%	
B+	Good	85-89%	
B	Good	80-84%	
C+	Above average	75-79%	Lowest passing grade for nursing courses
C	Satisfactory	70-74%	Lowest passing grade for science courses
D+	Below average	65-69%	
D	Unsatisfactory	60-64%	
F	Failing	Below 60%	
UF	Assigned for unofficial withdrawals		
I	Incomplete		Refer to the incomplete policy in the School of Nursing Handbook
XF	Incomplete changed for failing		
J	Incomplete pass		For non-credit courses. By department arrangement
S	Satisfactory		
W	Official withdrawal		Withdrawals must follow the deadlines listed on Union County College’s Academic Calendar
U	Unsatisfactory		For non-credit courses

GRADE POINT AVERAGE AND QUALITY POINTS

Computation of the cumulative grade point average of a student’s performance in all courses is accomplished by multiplying the assigned numerical value of each letter grade by the number of credit hours that course requires.

Letter Grade	Assigned Numerical Value
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	0
XF	0

For example, a three (3) credit hour course in which a student receives a “B” represents nine (9) quality points earned. The following table is an illustration of the computation of the grade point average of a semester’s work:

Course	Number of Credit Hours	Grade	Numerical Value of Grade	Quality Points Earned
NURE 131	8	B	3	24
BIO 106	4	B	3	12
PSY 205	3	D	1	3
Total credits taken:				15
Total quality points earned:				39

Thirty-nine (39) quality points divided by fifteen (15) credits results in a 2.6 grade point average. In addition to the computed grade point average for a semester, a cumulative grade point average is determined.

When a student repeats a course, the higher grade will be substituted for the lower grade in the student’s average. However, the student’s academic record will reflect all courses attended.

CURRICULUM

Course Materials

All course materials for NURE courses may be found in the CANVAS Learning Management System under each course shell.

Curriculum Progression Policies

The student must successfully complete each semester of nursing and/or college courses before permission will be given for the student to progress in the curriculum semester sequence. **A minimum GPA of 2.5 is required to progress in the nursing curriculum.**

Curriculum Progression Policies

The following Curriculum Progression policies are in effect:

- **A grade of C+ or better is required to pass each NURE nursing course.**
- Students must successfully complete each semester of required nursing and college courses with the necessary cumulative grade point average in order to progress/graduate.
- Students enrolled in remedial (developmental) courses in English and/or Math are **not** permitted to register for credit courses.
- A maximum of six years (6) is allowed to complete the generic track from the date of entering NURE 130.
- A maximum of three years (3) is allowed to complete the LPN to RN Completion track upon entering NURE 211/212.
- **Students will not be allowed to register for a nursing course and/or change tracks/sections on or after the first day of the semester.**
- If a student receives a grade of C, D, D+ or F in a nursing course and wishes to repeat that course, the student must submit a reentry application. Re-entry into a nursing course is not guaranteed.

Description of Nursing Courses, Pre and Co-Requisites, and Curriculum Plans

Refer to the current School of Nursing and Union County College Catalogs and websites.

ACADEMIC STANDING

"C+" Minimum in Nursing

All students must maintain a minimum grade of "C+" in each nursing course.

Dismissal

Academic Dismissal for Students on Probation

The School of Nursing Promotion and Evaluation Committee reserves the right to dismiss a student for unsatisfactory performance

Academic Dismissal for Students Failing Two (2) Nursing Courses

Any student who has received a "C", "D", "D+" or "F" in two (2) nursing courses will be dismissed from the School of Nursing.

Evaluation

Students are responsible for keeping track of their academic standing in all courses. If students have questions regarding their grades, they should consult with course faculty.

Theory

The letter grade received for every nursing course is determined by achievement on selected written portions of course requirements. The student must succeed in both the clinical and theoretical components of the course in order to pass.

Clinical

Clinical performance is evaluated on an on-going basis. The student is expected to demonstrate consistent and safe performance for successful achievement of clinical objectives. Clinical is graded on a pass-fail system.

Probation

Requirements for a minimum cumulative grade point average of 2.5 for each semester's work have been established. The Grade Point Average (GPA) is based on the total number of credits attempted to date at the completion of each semester.

The School of Nursing defines satisfactory academic performance (good standing) as the maintenance of an appropriate relationship between credits attempted, credits completed, and grades obtained.

Students who fail to maintain the minimum required cumulative grade point average will be placed on probation for one semester or will be dismissed from the program if, in the opinion of the Promotion and Evaluation Committee, they are not gaining personal benefit from their studies.

Students on probation must relinquish any office they may hold in any student organization and are restricted to carrying no more than twelve (12) credits. Unless obvious improvement is noted at the end of the period of probation, the student will be dismissed from the program.

The Promotion and Evaluation Committee makes all decisions regarding probation, and requests to resume the nursing sequence while still enrolled. All decisions regarding requests for readmission to the School of Nursing are referred to the P & E Committee.

A student who voluntarily withdraws during the semester with a low academic record may be disqualified

from re-entering the following term by the Promotion and Evaluation Committee.

Warnings

Clinical (Warnings/Failures)

Clinical warnings/failures for unsatisfactory clinical performance may be issued at any time within a semester. These warnings are issued to alert the student of unsatisfactory clinical progress. It is recommended that a student who receives a clinical warning utilize the support services to improve his/her clinical performance. The student will receive a warning/failure notice as a part of the procedure listed below.

1. The faculty member will provide the student with a copy of the clinical warning/failure notification form at the time the student is informed of his/her status.
2. From the time of notification, the faculty member has two (2) additional clinical days to complete the addendum portion of the clinical warning/failure notification form. Any additional materials (i.e. anecdotal notes) may also be compiled during this time. After the two (2) additional clinical days, the student will be presented with the addendum for his/her signature.
3. A student may, at any time during the semester, immediately receive a clinical failure for blatantly unsafe behavior or misconduct. Indications for immediate failure are determined by the incident and the situation surrounding it per the concept of "res ipse loquitur - the thing will speak for itself."
4. It is the student's responsibility to familiarize himself/herself with the information contained in the clinical warning/failure notification form.
5. A student who receives a clinical failure may not withdraw from the course.

Theory

Students are responsible for keeping track of their academic standing in nursing courses. If students have questions regarding their grades, they should consult with course faculty. In addition, if students are unsure of their mid-semester status, they should check with faculty prior to the nursing course withdrawal date.

Graduation Requirements

A 2.5 GPA and completion of all other program requirements is necessary in order to graduate. In addition, financial/library obligations must be fulfilled prior to graduation.

Eligibility for the Diploma in Nursing and the Associate in Science degree is dependent upon completion of the Cooperative Nursing Program with a cumulative grade point average of 2.5 or higher, and successful completion of all required and elective courses. A student must fulfill all financial/library obligations prior to graduation. Students are strongly encouraged to attend all internal and external NCLEX-RN Reviews. It is the student's responsibility to determine if the courses for the diploma and the degree have been successfully completed.

Graduating seniors are requested to attend graduation ceremonies of the School of Nursing and Union County College.

Academic Nursing Honors - Graduation

Upon graduation, students will be named to the Dean's List based on their final cumulative average in the nursing courses according to the following:

Honors:	A 3.0 cumulative grade point average in nursing courses only.
High Honors:	A 3.5 cumulative grade point average in nursing courses only.

National Council Licensure Examination (NCLEX-RN)

Students entering NURE 131 and NURE 211/212 will receive a copy of the National Council State Boards of Nursing NCLEX-RN Detailed Test Plan at the beginning of the course. Students are encouraged to refer to the test plan as they progress through the nursing courses. Students in their last semester will receive information on the National Council Licensure Examination (NCLEX) for Registered Nurses during NURE 232 and NURE 290. A criminal history background check is required by the New Jersey Board of Nursing prior to

licensure.

Final Grades

Final exam grades and final course grades for a clinical nursing course will be posted.

Transcripts

Academic transcripts may be issued during and following a student's attendance at the School of Nursing. Transcript requests must be submitted directly to the Registration Office at Union County College.

SAFETY

Security Department

Security is available when the Elizabeth campus building is open. Any security related incident should be reported to the Security Department immediately. The main Security desk is located on the first floor of the Elizabeth campus. Students should display a valid Union County College ID badge when on any of the Union County College campuses including the Kellogg building.

Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.

MISCELLANEOUS

Bookstore

The Bookstore located on the Elizabeth Campus, 40 West Jersey Street, carries all required textbooks. The bookstore hours vary. Consult the student bulletin board at the College for details.

School of Nursing Office Hours – Room 324 – 40 West Jersey Street – Elizabeth, NJ 07202

The School of Nursing maintains regular office hours Monday through Friday 8:30a.m.-5:00 p.m. The phone number for the School of Nursing office is 1-908 659-5200. A voice mail system is in place for administration, faculty, and staff. The School of Nursing FAX number is 1-908 659-5201. There is a locked drop box located outside of the School of Nursing Administrative hallway that is available for students when the nursing office is closed

Parking

1. Elizabeth campus (Kellogg building): Parking is available at the Chris Bollwage parking garage.
2. Trinitas Regional medical Center, Williamson Street campus: Parking is available for the evening and weekend students and faculty in the hospital parking garage (third floor and above). During the weekday hours, cars may be parked at an offsite location and a hospital shuttle is available on a regular schedule to transport students to the hospital. Please refer to the clinical syllabus for more information on parking.
3. Trinitas Regional medical Center, New Point Campus, parking is available for students.
4. Please refer to course clinical syllabus or clinical instructor for further information regarding parking at clinical sites other than Trinitas Regional Medical Center.

A Valid Trinitas ID badge and a UCC parking sticker are required. Trinitas ID badges are issued in NURE 131 or NURE 211/212. Parking stickers are obtained at Union County College.

Housing

It is the individual student's responsibility to provide for his/her own housing while attending the School of Nursing.

No Smoking Policy of the School

Smoking is not permitted in any area of the School of Nursing, College, or any clinical agency.

Transportation

Students are responsible for providing their own transportation to school and to all clinical assignments.

Refund Policy

Refer to the current Union County College or School of Nursing website for the refund schedule for college courses and nursing courses.

Students with Disabilities

Qualified students with disabilities are individuals who, with or without reasonable accommodation, meet the standards for admission, progression and graduation required of all students at Trinitas School of Nursing, in order to provide safe and competent care to clients.

Reasonable accommodation will be provided as long as it does not impose undue hardship such as those that cause significant expense, difficulty or are unduly disruptive to the educational process. Reasonable accommodation should not fundamentally alter the nature of the program.

It is the responsibility of the student who has documented physical and learning disabilities to identify his/herself and request assistance from the Union County College Coordinator for Students with Disabilities. These services need to be arranged before the beginning of each semester.

Applicants to the School of Nursing are required to meet specific technical standards, essential functions and essential eligibility requirements of the program for admission, progression and graduation once they have been provided with an accommodation or modification. These standards include:

- Visual, Auditory and Tactile Abilities
 - Must be able to observe a client's appearance and changes such as skin color or condition and perform procedures that require visual accuracy such as preparing the right dose of a medication in a syringe.
 - Sufficient ability to perform health assessments by inspection, palpation, auscultation and percussion.
- Communication Abilities
 - Able to communicate with accuracy, clarity and efficiency with clients, their families and other members of the health care team (including spoken and non- verbal communications).
 - Communication abilities include speech, hearing, reading, writing, language skills and computer literacy.
- Cognitive, Conceptual and Quantitative Abilities
 - Ability to read and understand written documents in English.
 - Ability to measure, calculate, reason, analyze and synthesize.
 - Ability to comprehend spatial relationships, for example, determine intramuscular injection sites.
- Motor Abilities
 - Has motor function sufficient to provide general care and treatment to clients in all health care settings.
 - Motor functions required include gross and fine motor skills, physical endurance, physical strength and mobility to carry out nursing procedures, and provide routine and emergency care and treatment to clients.

More information on Union County College Disability Support Services can be found at:
<https://www.ucc.edu/administration/the-office-for-equal-opportunity/disability-services/>

School of Nursing Related Complaints

Complaints related to the School of Nursing may be submitted to:

New Jersey State Board of Nursing
PO Box 45010, Newark, New Jersey, 07101
973-504-6430
www.njconsumeraffairs.gov

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

It is the policy of the School of Nursing to allow students to have access to certain records maintained by the School and to provide an opportunity for a hearing to challenge the accuracy or appropriateness of such records.

Purpose:

The purpose of the act is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provision Act as amended.

This handbook serves to notify all students of the provisions of the act.

Provisions:

- Students enrolled at the School of Nursing have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect and review only the part of the material or document that relates to him/her.
- Because the School of Nursing is an institution of post-secondary education, the permission or consent required of and the rights accorded to parents of students who have not attained eighteen years of age shall only be required of and accorded to the student.
- The Dean of the School of Nursing has the responsibility for maintenance of the educational record and other documents relative to the student's enrollment.
- The term "educational record" at the School of Nursing includes only the following materials and documents.
 - Clinical evaluations, warnings/failures
 - Any school communications pertaining to academic matters
 - Transcripts of academic grades

"Educational record" does not include the following:

- Financial records of parents or students
- Confidential letters and statements placed in the student's file
- Records of administrative and teaching faculty which are in the sole possession of the maker and which are not accessible to or revealed to any other person
- Health record. This record may be personally reviewed by a physician, psychiatrist, psychologist or other recognized professional person of the student's choice.
- Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access to this information. Such a waiver shall apply to recommendations only if:
 - the student is, upon request, notified of the names of all persons making confidential recommendations
 - such recommendations are used only for the purpose specifically intended

The School of Nursing may release the following "directory information" on any student after waiting a reasonable period of time, unless the student has designated that it should not be released without his/her prior consent:

- a. Name
- b. Address
- c. Telephone listing
- d. Date and place of birth
- e. Field of study
- f. Participation in recognized school activities

- g. Dates of attendance
- h. Diploma and awards received
- i. Most recent previous educational institution attended

Students requesting that their directory information not be released must:

- a. Submit their request in writing and include the following:
 - o Their name, student ID number, current address and current telephone number.
 - o A statement specifically stating which items of directory information the student does not wish released.
 - o The semester for which this information should be withheld.
 - o The student's signature.
- b. Submit a request each semester that the student wishes his/her directory information withheld before the tenth day of classes for that semester.
- c. It is not necessary to submit a request to withhold directory information for summer semesters; any request for a spring semester will remain in effect throughout the summer session.
- d. Requests to withhold directory information should be addressed to: Registrar - Union County College.

The School of Nursing will not permit access to or release of the educational record or personally identifiable information (other than directory information) without the written consent of the student to any party other than the following:

- a. School officials
- b. Union County College officials when designated appropriate by the Dean of the School of Nursing
- c. The New Jersey State Board of Nursing
- d. Accrediting organizations in order to carry out their accrediting functions
- e. Organizations conducting studies for or on behalf of educational agencies and institutions for education purposes if such studies do not permit personal identification of students by persons other representatives of such organizations and with the understanding that the information will be destroyed when no longer needed for purposes of the designated study.
- f. Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or state educational authorities in connection with the audit and evaluation of this program.
- g. Authorized judicial representative in compliance with a judicial order or a lawfully issued subpoena. The student will be notified of the order or subpoena in advance of compliance by the School of Nursing. Such court orders must be delivered to the office of the President of the Hospital where the court official shall be requested to produce proper identification and state the specific nature of his inquiry and the date of the required court appearance. An appointed representative of the Hospital will then arrange to personally deliver the required student record to the court on the date of the hearing.
- h. Organizations or agencies connected with a student's application for or receipt of financial aid.

Consent must be in writing, signed and dated by the student giving consent, and shall include: (1) specification of the portions of the educational record to be released; (2) the reason for such release, and (3) the name(s) of the person(s) to whom the records will be released.

The School of Nursing will not release personal information on a student except on condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student. A statement informing such party of this requirement will be included with the information.

The School of Nursing will maintain an access record which will be kept with the educational record of each student and which will indicate all individuals, agencies or organizations except those at Union County College and the New Jersey State Board of Nursing who have requested or obtained access to a student's educational record. It will also indicate specifically the legitimate interest that each person, agency or organization has in obtaining this information. The access record will be available only to the Dean of the School of Nursing and to those persons responsible for the custody of the records and the audit of this policy.

Students may request access to their own educational records by writing to the Dean of the School of Nursing, 40 West Jersey Street, Elizabeth, New Jersey 07202. The student must specify the type of inspection he/she desires: (a) it is to be an in-person review; (b) a copy of the record is to be sent to the student; or (c) both. An access date and time will be sent to the student for an in-person review. In any case, first review of the educational record by the student will be granted within forty-five (45) days after the request has been made.

Students may obtain copies of any material or document contained in their educational record except official copies of documents received from other agencies and institutions such as high school or college transcripts. The cost is as follows:

1	-	5 pages	\$3.00
6	-	10 pages	\$6.00
11	-	15 pages	\$9.00

For each additional five pages - \$3.00 Mailed copies - the cost of registered mail.

Students may request explanations and interpretations of any portion of their educational record. Such requests will be in writing and will receive a response within twenty-eight (28) days.

If a dispute arises regarding the content of the educational record, the Dean of the School of Nursing or his/her designee, will attempt to settle it with the student through informal meetings or discussions.

Upon request of the Dean of the School of Nursing or the student, a formal hearing will be held. Students may request a hearing: (1) to challenge the content of the educational record in order to ensure that the record is accurate, not misleading or otherwise in violation of the privacy or other rights of the students; (2) to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data; and/or (3) to insert into the educational record a written explanation by the student in respect to the content of the educational record. The hearing will take place within thirty (30) working days of the request. The student will be afforded a full and fair opportunity to present evidence relevant to the issues listed above. The Dean of the School of Nursing or his/her designee will hear the student. A decision will be rendered within ten (10) working days after a conclusion of the hearing.

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